

# Meeting Notes

## RAC Task Force on Administration

September 25, 2018

1:30 – 2:30 PM

In attendance: Allison Hardt (Chair), Rick Kreider, Brian Worrel, Michael Buffalino, Dee Nash, Dale Peabody, Flavia Pereira, Cindy Smith, Terry Swygert, Stephanie Dock

Decision and action items are underscored.

### 1. Meeting Agenda – Allison

### 2. Previous Meeting Notes

Motion (Rick/Stephanie) to approve the meeting notes was approved.

### 3. Existing Business Updates

#### A. Website Working Group –

TRANLIB Surveys- Piloting the posting of TRANSLIB surveys to the R&I and RAC website. This will be a great resource because at present, other than the surveying state, no one else has access to the results of the survey. The TRANSLIB surveys only go out to the states that have libraries.

Checklist for Regional Chairs- Allison proposed to put up the checklist on the Regional RAC page. Allison will update the information for Natassja to post.

Funding support for RAC websites: R&I/RAC, TPF, RPPM, HVR – The website support has been funded through the NCHRP problem statement in the past. But moving forward, TRB especially Lori Sundstrom, suggested that support for these websites should not be through research project funding but TRB should program the cost as a separate line item budget. Natassja will discuss this with Lori and the leadership.

#### B. **Guidance Document for Hosting National RAC Meetings** – Michael

Michael needs two volunteers to review the document – Cindy Smith and Rick Kreider volunteered. Michael will send the document to Cindy and Rick.

#### C. **RAC Onboarding Webinars** – Maybe the name can be changed to something like “Your Role in RAC,” since the topics below do not exactly fit the RAC onboarding topics. It might be helpful to have some people experienced in the topic area to lead the conversation/webinar rather than the open discussion format. Depending on the number of topics we can plan on-demand, monthly, or quarterly webinars. Doing a survey about topics might be a good idea. We could also do a poll to rank the

topics of interest similar to what we did in Wichita. Brian will prepare a survey with some topic choices and Allison will send it out.

Possible topics include:

- Working relationship of DOT - UTC.
- RPPM Website
- Establishing a dialogue between the “Research” and “Innovations” group within R&I.
- Research Program Administration for “big” and “small” states
- Additional topics were collected at the pooled fund onboarding call in the spring
- Use of Social Media for Marketing.

#### D. NCHRP Research Management Related Projects:

- **NCHRP 20-111** “Support for RAC Task Forces in Response to the SCOR Strategic Plan” tasks:
  - i. 2 CFR 200 Compliance – Successful Practices for State Research Managers (Allison)- Contractor selected, NCHRP is going through the contracting process.
- **NCHRP 20-110** - A Guide to Ensure Access to the Publications and Data of Federally Funded Transportation-Related Research - *Cynthia was on this – anyone else on this panel?* - No one from this Task Force in on this. So Allison will take this off the list.

#### 4. New Business

##### A. **RAC Winter Meeting Survey** - Allison

Region 1 will be working on the agenda for the RAC Winter Meeting. We will be doing a survey this Fall and also use the feedback we got from the last Winter Meeting.

##### B. **RAC 101 Annual Review/Update**

Cindy, Rick, Carolyn and Allison will review and update. Allison will send out an e-mail to the group.

##### C. **Importance of Research One-Pager** (Brian Ness’ suggestion) With several CEOs expecting to change at the end of the year, this would be given to new CEOs to highlight the importance of research to the agency and the return-on-investment – All

This might be more suitable for Value Of Research Task Force to take on? Allison will reach out to Bill to check about this - should Admin and VOR take it on together? A template can be created, which can be modified by each state to fit their program.

**D. Social Media 101** – David Ooten

TRB has some communications contractor thing getting started and maybe we might be able to take advantage of it and David Ooten might help us get more insight into what he is thinking. Some states cannot use social media, but might be able to work with their marketing / communications office.

AASHTO Television could be used as resource for marketing research.

**5. Items for RAC Leadership** (next call October 11<sup>th</sup>)

- Check about using AASHTO Television for marketing research or for research communication.

**6. Next Meeting** – October 30<sup>th</sup>, 2018

Motion (Rick/Cindy) to adjourn the meeting was approved.